



*Conducting a
Level 10
Meeting[™] Solo*

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Segue:

Write down some good news; anything business or personal.

Scorecard:

Is there anything concerning you that might need to drop down to the IDS section?

What is the overall story your data is telling you?

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Rock Review:

Are each of your quarterly goals/Rocks 'on-track' or 'off-track'?

Drop any 'off-track' goals down to the IDS section.

Customer/Employee Headlines:

Write down any good news or bad news in relation to customers or employees.

Please Note: For Solopreneuers you might make notes on any outsourced suppliers, or partners when considering the employee issue.

To Do List:

Go through your to do list from last week's meeting and note if all to dos are 'Done' or 'Not Done'.

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IDS:

Issue 1: Identify

What's the real issue?

Is that the real issue? Why? Why not?

So what's the real issue?

Is that the real issue? (Keep digging until you get to the real issue)

Is that the real issue?

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Issue 1: Discuss

What ideas do you have on the real issue?

Do you need more information or some help? (Who could you ask for some assistance?
Friend, peer, colleague, expert)

Jot down some potential solutions or next steps you can take in relation to this issue.

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Issue 1: Solve

What action steps can you take this week to move this issue forward?

Do these need to be captured as to dos for this week?

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IDS:

Issue 2: Identify

What's the real issue?

Is that the real issue? Why? Why not?

So what's the real issue?

Is that the real issue? (Keep digging until you get to the real issue)

Is that the real issue?

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Issue 2: Discuss

What ideas do you have on the real issue?

Do you need more information or some help? (Who could you ask for some assistance?
Friend, peer, colleague, expert)

Jot down some potential solutions or next steps you can take in relation to this issue.

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Issue 2: Solve

What action steps can you take this week to move this issue forward?

Do these need to be captured as to dos for this week?

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IDS:

Issue 3: Identify

What's the real issue?

Is that the real issue? Why? Why not?

So what's the real issue?

Is that the real issue? (Keep digging until you get to the real issue)

Is that the real issue?

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Issue 3: Discuss

What ideas do you have on the real issue?

Do you need more information or some help? (Who could you ask for some assistance?
Friend, peer, colleague, expert)

Jot down some potential solutions or next steps you can take in relation to this issue.

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Issue 3: Solve

What action steps can you take this week to move this issue forward?

Do these need to be captured as to dos for this week?

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Conclude:

Recap the to dos to be done by next week's meeting.

Is there anyone else you can delegate to or seek assistance from to get these done? If yes, reach out. If no, plan when you'll get these done next week.

Rate The Meeting:

How was that for you?

Give it a score out of 10:

If you scored low, what could you improve on for next time?